

## VEC Reporting Options

VEC offers both [Web Upload](#) and [Business iFile](#) as a way to file and pay your Unemployment Insurance Tax Reports.

[Web Upload](#) and [Business iFile](#) are free online filing services, available 24 hours a day, seven days a week. In addition, you no longer complete and file the paper report/schedule. You can securely file and pay the Employer FC-20 Tax Report and the Employer FC-21 Payroll Report online. You also have the ability to schedule (or warehouse) payments for submission on a future date (up to the due date of the report).

Business iFile gives your company the capability to key payroll reports online. Generally small employers are better served using Business iFile.

Web Upload gives your company the ability to save all report and payment information into a single file to upload to the VEC. Similar types of systems may be referred to as "bulk filing" or "bulk uploading".

File types supported by this system:

- ICESA
- EFW2/MMREF
- EXCEL & DELIMITED

Logging into the Web Upload system allows you to view the layouts for each of the supported file formats. Sample files can be viewed for the file layouts that use the Excel and delimited formats.

Benefits of Web Upload:



- Web Upload provides instant validation on accepted files and feedback for files that contain errors.
- Tax professionals and payroll companies who file on behalf of multiple clients can submit report and payment information for multiple accounts.
- Employers who use payroll preparation software can create Excel spreadsheets for submission. We are providing a spreadsheet tool that must be downloaded. This spreadsheet contains Macros and they must be enabled in order for the calculations to process correctly. ([Click Here to download Spreadsheet tool](#)).

Review the information below to determine which system, [Web Upload](#) or [Business iFile](#), best fits your filing needs:

Web Upload - VEC	Business iFile - VEC
File on behalf of one or multiple companies	File quickly for only one company
Modify your Web Upload layout to match your file and system layout	Key required fields as listed for filing the report
Create or use an existing file to submit report and payment information together without having to re-key each filing period	Type report and payment information for each period
View up to 120 days worth of uploaded files	View up to 16 quarters of online history
Designate one bank account for all payments in a file or designate a different bank account for each payment in a file. These must be checking accounts.	Store information for more than one bank account. Either checking or savings* can be used. (*Confirm with your banking institution that your bank allows ACH Debit transactions from your savings account)

Web Upload VEC Server to Server Processing is coming soon.

**VEC Web Upload Questions:** Please refer to the [VEC Web Upload FAQs](#) for additional details. If additional VEC information is needed, please send an email to [webuploadVEC@vec.virginia.gov](mailto:webuploadVEC@vec.virginia.gov)

**Department of TAX Web Upload Questions:** Please review the [Department of Tax FAQs](#)  and [Guide](#) . If additional TAX information is needed, please send an email to [webupload@tax.virginia.gov](mailto:webupload@tax.virginia.gov)